

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 14, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None.

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of October 26, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Months Ending October 31, 2015 and November 30, 2015.*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2015 and November 30, 2015.

Discussion: Director Rohrbaugh called trustees' attention to a \$5,000 donation from the Wong Foundation noted in the Capital Improvement Plan. The Wong Foundation has made this donation for a number of consecutive years now. V. Wright asked whether there were any specifications from the Wong Foundation regarding what sorts of purchases could be made with the funds. Director Rohrbaugh stated the Wong family is primarily interested in promoting and advancing the use of technology, so the library has typically used the funds for initiatives in line with those ideals, such as The Hub. J. VanderRoest indicated the president of the Wong Foundation is very pleased with past uses of these funds. Director Rohrbaugh stated one potential use for the donation is the purchase of a charging station for mobile devices.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING OCTOBER 31, 2015 AND NOVEMBER 30, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Non-Resident Fee 2016

Recommendation: Director Rohrbaugh recommended the Board set the non-resident fee for 2016 at \$180 per household and \$90.00 per student non-resident card.

Executive Summary: Kalamazoo Public Library's non-resident fee is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2016 calculates at \$181.02 per household. During 2015 the library sold 19 household and 0 (zero) student non-resident cards, comparable to the past two years' experience although 30 household cards were sold in 2012.

Total parcels in the library decreased by another 5 households during the year to total 33,550 (during 2014 the number of households decreased by 120) while the taxable value of residential parcels rose by 2.17%. This resulted in a total increase in the district average residential property tax of \$983 per parcel. We are recommending rounding the non-resident fee down to the nearest \$5 increment per past practice.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO SET THE NON-RESIDENT FEE FOR 2016 AT \$180 PER HOUSEHOLD AND \$90 PER STUDENT NON-RESIDENT CARD.

Discussion: L. Godfrey said she felt this was the first time in a long time that the non-resident fee had been raised. Director Rohrbaugh said that was the case; it had been \$175.00 for some time, rounded either up or down to that figure. President Caple asked how many were sold in the last year. Director Rohrbaugh said that 19 had been sold.

L. Godfrey stated that it is a good indicator of property taxes increasing. J. VanderRoest stated he feels that the people who elect to purchase a non-resident card appreciate the service.

MOTION CARRIED 7-0.

B. Board Meeting Calendar 2016

Recommendation: Director Rohrbaugh recommended the board adopt a calendar of meetings for the 2016 calendar year.

Executive Summary: A suggested calendar for Board meetings during the 2016 calendar year has been developed and is attached for your consideration.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT A CALENDAR OF MEETINGS FOR THE 2016 CALENDAR YEAR.

Discussion: J. VanderRoest asked whether the fourth Monday in January conflicts with the American Library Association mid-winter conference this year. Director Rohrbaugh stated that

had been the case in the past, but either way, she was not planning on attending the conference this year. K. King indicated the proposed schedule did not conflict with the conference this year.

MOTION CARRIED 7-0.

C. Snowmelt Planning

Recommendation: No recommendation.

Executive Summary: Director Rohrbaugh stated she thought she would be able to bring a specific recommendation to the Board of Trustees this month which would allow for preliminary planning for the installation of a snowmelt system along the perimeter of Central Library. Since the appropriate information was not made available in time for the meeting, she instead elected to inform Trustees of the state of the discussions with the various entities involved in the process.

Discussion: Director Rohrbaugh stated she and S. Lindemann recently attended a meeting with Tom Huff and representatives from the Kalamazoo Downtown Development Authority and the City of Kalamazoo to discuss snowmelt installation. It was made known that Tom Huff has plans to install snowmelt extending from the Mall west along South Street up to edge of KPL property. He hopes to have the project completed in time for the 2016 June Jubilee.

She said while it seems to make sense to install a similar system around the library at the same time, it became clear that she did not have enough information to bring a sound installation recommendation to the Board for approval. She said she had anticipated having such information, along with a plan which would detail ballpark costs for the project ready for this meeting, but that proved to not be the case.

Director Rohrbaugh identified three major informational requirements for the project to move forward. The first would be a plan that includes ballpark costs. The second is an understanding with the City of Kalamazoo regarding each party's specific obligations regarding the creation of such a plan. The third is a more clear understanding of what would be ongoing 'mall assessment' costs. These costs are incurred by any party utilizing the existing snowmelt network which has, up until this point, been localized entirely to the Mall. In addition to snowmelt maintenance, these costs also include things such as trash collection, floral plots, benches, etc. Since such additional services may not be extended beyond the Mall, she anticipates an amendment to that existing agreement would be needed.

Finally, she stated that she has been in touch with the landscape architectural firm currently working with Tom Huff to begin developing a plan which would need to be approved by the City of Kalamazoo and the Downtown Design Review Committee. The creation of an appropriate plan would require board approval but the costs associated with drafting such a plan have not been determined. Additionally, she said she has in mind the request to explore three different plans which would vary in snowmelt coverage as it extends around the building from South St. onto Rose St.

C. Tenbrink asked about the ongoing costs associated with the Mall Assessment, and whether or not that assessment would be conducted on an annual basis. Director Rohrbaugh stated that was correct and added that for the snowmelt system specifically there is a per-linear foot annual

cost. J. VanderRoest asked whether or not payment of the mall assessment costs as they are currently defined would provide the perimeter of the library with benches, flower beds, etc. Director Rohrbaugh stated that was to be determined, but that it was very much in mind.

L. Godfrey asked about a prior proposal for the library to undertake snowmelt installation without connecting to the city's system. Director Rohrbaugh stated that was an option, but the optimal time to undertake that type of project would be in conjunction with the purchase of a new boiler for Central Library, which is on the long-term Capital Improvement Projects list, and is approximately three to five years down the road.

J. VanderRoest asked whether or not there are any ongoing costs associated with our current methods of snow removal. Director Rohrbaugh replied that while there certainly are costs, particularly in the form of facilities management staff time, the installation of a snowmelt system in no way constitutes a cost-savings approach to the process of snow removal.

J. VanderRoest then asked whether snowmelt could be installed underneath the bricks in the overhang outside Central Library which tend to become very slippery. Director Rohrbaugh stated there was not enough clearance between the bricks and the ceiling of the audiovisual department to accommodate snowmelt.

President Caple asked about the differences between the three proposed snowmelt coverage zones: around the overhang to the bike rack, to the parking lot entrance, and to the corner of Rose and Lovell. S. Lindemann and Director Rohrbaugh explained the differences in the size of the proposed coverage zones. President Caple then reminded trustees that by installing snowmelt *around* the overhang instead of underneath it, snow accumulation in front of the main entrance could be significantly mitigated.

B. Brown asked if installation of a snowmelt system would be a factor in selecting a new boiler down the road if we were to elect to wait and install on our own. S. Lindemann stated it absolutely would be a factor which would necessitate a more elaborate boiler.

L. Godfrey asked whether we could back out of the city's snowmelt network if we elected to operate our own at a later date. S. Lindemann said it would not be easy to do so. L. Godfrey agreed.

J. VanderRoest raised the question of whether installing alongside Tom Huff would minimize disruption of foot traffic through downtown. Director Rohrbaugh said it was reasonable to assume so, especially if we used the same vendor.

C. TenBrink asked if it makes sense to wait and see how Tom's system works before we join the network. Director Rohrbaugh said she and S. Lindemann had discussed that as well, and it remains an option.

L. Godfrey asked whether we were operating on a timeframe that would allow us to install alongside Tom. Director Rohrbaugh said if approval to begin planning was granted at the January Board of Trustees meeting, she believes that would be feasible. L. Godfrey asked why it was that KPL does not just use the existing plan provided by the architecture firm that was

completed for Tom Huff's property. Director Rohrbaugh stated that plan incorporated elements that the library did not require.

L. Godfrey asked what would be known in January that we do not currently know. Director Rohrbaugh stated that among other things, we don't have a firm grasp on what the division of responsibility between the library and the City of Kalamazoo for obtaining a final plan would be. Ideally, she said that in January she could return to the board with a recommendation to approve funds for a plan which would include approximate costs for the entire project and the three possibilities for snowmelt to the bike rack, to parking lot entrance, to Rose/Lovell intersection.

S. Lindemann reminded trustees that the project essentially requires two different plans- one for landscaping and one for engineering and installation of the system. Additionally, it must be determined whether the city's boiler has sufficient capacity to heat the additional proposed zones. While the city engineer claims it will be sufficient, the validity of that claim will need to be determined officially since it directly impacts the feasibility of our participation.

President Caple asked how the board might distill all of these ideas and concepts into a plan of action. R. Brown stated he felt as though more information was needed. L. Godfrey expressed interest in beginning to move on obtaining a plan prior to January.

MOTION: L. GODFREY MOVED TO APPROVE UP TO \$5,000 IN ORDER TO OBTAIN A LIMITED LANDSCAPE ARCHITECTURE PLAN FOR THE INSTALLATION OF SNOWMELT AT CENTRAL LIBRARY.

MOTION CARRIED 4-1 WITH 2 ABSTENTIONS.

REPORTS:

D. Database Demo – Caitlin Hoag

Report: Director Rohrbaugh introduced Caitlin Hoag, Reference Librarian.

C. Hoag began her presentation by explaining she would be discussing Gale In-Context Databases. She described these databases as very useful and consisting of a wide array of resources which ultimately provide a rich multimedia browsing experience for the user. Additionally, these databases tend to target students as their primary user group and provide valuable and impressive academic resources for their use.

She stated that it appears as though Gale is very cognizant of the importance of being accessible on mobile devices, and all three databases are optimized for mobile access. The ability for users to save their individual search results, PDFs, etc. using an existing Google Drive account is another important and innovative feature.

C. Hoag then drew trustees' attention to the first of the three databases called *Research In-Context* which is a new database. It fills a niche that was not covered in our existing database resources, and is perfect for doing research on a level that is slightly less academically rigorous than one would expect in a university setting. She described it as very accessible and flexible and

highlighted a feature which automatically generates bibliographic citations in a handful of formats.

She then began a demonstration of *Biography In-Context* which is used to look up biographical profiles about individuals- living, deceased, or fictional. It includes the same kinds of tools that are used in *Research In-Context* and provides a wide variety of multimedia options, and also includes academic journals.

She then accessed *Opposing Viewpoints In-Context* which focuses on controversial topics which provides a healthy mix of opinion pieces and factual information. It is a very useful database for providing one with informed opinions on a given issue backed by statistics, laws, and other supporting materials.

Discussion: V. Wright asked whether the databases could be accessed from home or if they had to be accessed from library PCs. C. Hoag replied that they could be accessed from home or on mobile devices by going through KPL.gov or the MeLCat website.

Disposition: Trustees thanked C. Hoag for her report.

E. Legislative Update – Diane Schiller

Report: D. Schiller began by stating there are only a handful of legislative efforts which impact libraries currently in the works. The first is a series of Senate bills which exempt library millages from capture. They intend to provide libraries with additional resources in order to stabilize their budgets. The language states that if the TIF authority does not have any outstanding debt or obligations, the library will be exempt. D. Schiller stated that very few libraries operate under TIF authorities who carry no debt, so its effects would be limited. Additionally, there is a chance that the bills will not make it through the Senate.

She then discussed a House Bill now in the Senate Operating Committee, which would amend the Michigan election law to modify the procedures for obtaining and turning in absentee ballots. This bill has a chance of being passed into law by next year.

D. Schiller then discussed an effort to limit the mechanisms which occur during evaluation of commercial property- particularly ‘dark stores’. The process currently allows commercial property to be evaluated at the state level at a rate equal to that of a non-operational entity, hence the term ‘dark stores’.

Finally, she discussed a Senate Bill currently in the House Committee on Commerce and Trade which prohibits a public employer from entering in or renewing a bargaining agreement which allows for paid release time for union officers to conduct union business.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Board Nomination Slate* - L. Godfrey summarized the list of nominations for Kalamazoo Public Library Board of Trustees officers. Recommended are B. Caple for President, V. Wright for Vice President, J. VanderRoest for Treasurer, and K. Randolph for Secretary.

- B. *Director's Report*

Report: Director Rohrbaugh began by stating there were two items that have come up since the drafting of the director's report. First, she said, the Friends of Kalamazoo Public Library had a record-breaking November with \$9,400 in book sales. Next, she reported she had recently attended an Oshtemo Township Board meeting last week where a new ordinance which would require sewer hookups for Oshtemo Township residents and businesses within 15 years or whenever their existing system required replacement. She spoke in favor of the ordinance, and no opposition was voiced at the meeting. It is estimated that it will cost approximately \$30,000 to hook the Oshtemo Branch Library to the sewer system.

She then called trustees' attention to an item regarding the installation of fiber optic cable by the City of Kalamazoo. This has not yet been scheduled, and since KPL was relying upon it for connection to KRESA as part of our server migration project, the library will go ahead and continue by using an existing fiber optic line owned by Charter Communications for a nominal fee.

Next she stated that branch hours will be slightly modified in the near future, to allow for better flexibility in programming. With the new schedule, Eastwood will be open Monday evenings, Powell will be open on Tuesday evenings, and Washington Square on Wednesday evenings.

She also reported that the User Experience Study of the KPL website and catalog is underway and a link can be found on our website.

Director Rohrbaugh then noted a large number of facilities projects currently underway including the purchase of a new cargo van, the rebuilding of a retaining wall at Washington Square, exterior lighting at Central Library, and the modernization of the freight elevator at Central.

Lastly, she mentioned that November social media statistics had been included in the Director's Report this month and encouraged trustees to review them.

Discussion: Regarding the fiber optic cable connections, President Caple asked whether there would be any difference in capability between using the Charter cables and those initially planned for. K. King indicated there would be no difference.

J. VanderRoest asked for additional details regarding Project Connect. Director Rohrbaugh stated that event has been held for three or four years now and tends to be a great venue for answering questions and promoting services.

V. Wright stated it was pleasant to see that many KPL staff members were involved in presentations at the Michigan Library Association annual conference this year.

L. Godfrey said she found the User Experience Survey to be quite laborious. President Caple said he was looking forward to receiving his copy of 2016 Early Learning Calendar.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she was very pleased to hear about the prestigious Arcus Fellowships recently awarded to a KPL staff members and a member of our Antiracism Transformation Team.
- V. Wright congratulated the KPL spellers for placing second and the KPL cheer team for winning most creative cheer at the 2015 Great Grownup Spelling Bee. She also said she enjoyed the Holiday Tea and a recent author visit from Jacqueline Woodson. Lastly, she noted that President Caple's wife, Melody, was recently featured in an article in *Encore* magazine.
- C. TenBrink stated she also saw the article regarding Melody. She said she enjoyed the Holiday Tea this year, and wished everyone 'Happy Holidays'.
- K. Randolph stated he greatly enjoyed the Great Grownup Spelling Bee.
- R. Brown said the Great Grownup Spelling Bee was the highlight of the year for him in terms of his service on the KPL Board of Trustees.
- J. VanderRoest apologized for not being able to attend the entirety of the Spelling Bee this year, but he was pleased to hear that KPL staff won two prizes this year.
- President Caple thanked V. Wright for commenting on the *Encore* article concerning his wife. He stated that the Spelling Bee continues to impress and expressed his satisfaction in seeing so many Kalamazoo area businesses come together to enjoy it. He also said he was pleased to meet several KPL staff members for the first time at the Holiday Tea.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:13 P.M.

X _____
Kerria Randolph
Secretary